



U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

Emergency Passport for minors under 16 years old will be processed by appointment only

To make an appointment go to
[Appointment system](#)

- If your child's passport was stolen or lost and/or your child is scheduled to leave shortly, you can request an emergency passport.
- Emergency Passports are only approved under special circumstances and are valid for one year maximum.
- Normally we will not be able to issue an emergency passport during the weekend or on Holidays.

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that the child's **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If the child has never had or applied for a social security number, one of the child's parents, will be required to submit a declaration under penalty of perjury that the child was never been issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at other U. S. consular facilities overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

Replacement passports are normally valid for a full five years for minors. However, if you have urgent travel plans, an **emergency passport can be produced more quickly to allow you to return to the U.S. or continue on your trip.** Once you return to your place of residence, you can follow the instructions of [Replacement of an Emergency passport for minors under 16 years old](#) (PDF – 289KB) and receive a full-validity passport without paying any extra fees within one year.

Minor Applicants (under 16 years old)

When you come to the Embassy please present the following documents to speed up your process:

- ☐ Passport application **form DS-11** if you have the previous passport or is lost, stolen or damaged. Filled out online and printed. Go to: <https://pptform.state.gov/>
- ☐ **If the previous passport was lost or stolen**
 - Complete on line [DS-64 Statement Regarding a Lost or Stolen Passport](#) and bring it printed. (May be completed at time of application).
 - **Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.
- ☐ **Proof of U.S. Citizenship (if possible):** The most common evidence of citizenship is one of the following:
 - U.S. birth certificate, long form that includes the child's parent names (original or certified copy).
 - Certificate of Naturalization from DHS.
 - Consular Report of Birth Abroad (Form FS-240).
 - Certification of Report of Birth (Form DS-1350).
 - Certificate of Citizenship from DHS.

NOTE: Social security cards are NOT proof of citizenship.
- ☐ **One (1) color passport photo, 2" x 2" on white background.** Check [photo](#) requirements.
- ☐ A series of printed pictures that show the changes in the applicant's physical appearance since their last passport photo (optional, but may be requested by the Consular Officer).
- ☐ **Proof of Travel** (Travel Itinerary, airline ticket)
- ☐ **Fee** payment (to pay at U.S. Embassy):
 - Emergency passport **fee** for minors under 16 years old is US\$115
 - It can be paid in cash (in Quetzales or US dollars), credit card (Visa, Mastercard, American Express), or debit card issued by a U.S. bank. Local debit cards are not accepted.
 - **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.**
 - If you are paying with cash, please bring exact change.
- ☐ **Proof of identity for both parents and the authorized third party.** Any government official document with both name and picture, valid and in good condition.

- ☐ In case that one or both parents are unable to sign, they will be required to bring a previously known witness and fill out form [DS-71](#). We are not able to accept fingerprints as a substitute of signature.
- ☐ Both **parents must appear with the child and sign the application:**
 - ☐ **If only one parent is present:**
 - The applying parent must submit a signed notarized form [DS-3053](#) in English from the non-applying parent consenting to the passport issuance.
 - A copy of a valid government ID that the non-applying parent provided at the time of having the form DS-3053 notarized.

Or

- Primary evidence of sole authority to apply, such as:
 - Birth certificate that lists only the applying parent.
 - Death certificate of the non-applying parent.
 - Court order of sole custody.

If no such evidence is available, the applying parent should submit a signed notarized statement in English or [DS-5525](#) that includes the child's name and date of birth, explaining in detail why the non-applying parent's consent cannot be obtained.

- ☐ **If neither parent is present, please bring:**
 - Notarized form [DS-3053](#) from each parent
 - Copies of both parent's valid government ID provided at the time of having each form DS-3053 notarized.

Do not miss your flight!!!
Most of the emergency passports are issued the same day.